

**BYLAWS OF THE SCHOOL SITE COUNCIL OF
GREEN VALLEY ELEMENTARY SCHOOL**

The School Site Council of Green Valley Elementary School (the “Site Council”) serves as the community representative body for determining the focus of academic instructional programs and related resources at Green Valley Elementary School (“Green Valley” or the “School”).

**ARTICLE I
DUTIES**

The Site Council shall carry out the following duties:

- A. Analyzing and evaluating the academic achievement of all students at Green Valley.
- B. Obtaining recommendations on the School Plan for Student Achievement (“School Plan”) from advisory, standing, and special committees of the Site Council.
- C. Developing and approving the School Plan and related proposed expenditures in accordance with all state and federal laws and regulations.
- D. Recommending the School Plan and expenditures to the governing board for approval, including related expenditures to be included in the budget.
- E. Monitoring the implementation of the School Plan and related expenditures.
- F. Revising the School Plan, including expenditures, timelines, and evaluation criteria, as needed.
- G. Providing ongoing review of the implementation of the plan with the principal, teachers and other Green Valley staff members.
- H. Making modifications to the plan whenever the need arises.
- I. Participating in all local, state, and federal reviews of Green Valley’s program for compliance and quality.
- J. Evaluating at least annually the progress made toward School goals to raise the academic achievement of all students.
- K. Encouraging broad representation of parents, teachers, and staff, including all socioeconomic, ethnic, and programmatic groups represented at Green Valley, in leadership roles and in the activities of the Site Council.
- L. Annually reviewing professional development activities included within the School Plan.
- M. Serving as the leadership body for the English Learner (EL) program, when an English Learner Advisory Committee exists at Green Valley and if such committee elects to have the Site Council perform such role; and upon such election, assisting the principal and staff in:

- Developing a detailed School Plan for EL students as a part of the School Plan for Student Achievement that is submitted to the local board of education.
 - Developing Green Valley’s needs assessment for EL students.
 - Administering Green Valley’s language census.
- N. Carrying out all other duties assigned to the Site Council by the district governing board and by state law.

**ARTICLE II
MEMBERS**

A. Composition. The Site Council shall be composed of voting members, selected by their peers, as follows:

- 3 Classroom Teachers
- 1 Other School Staff Member
- 5 Parents or Community Members
- The School Principal, who shall be an *ex officio* Member.

Alternate members, if elected, may participate in all meetings of the Site Council and serve on any committees thereof, and may vote on any Site Council matter in the place of an absent member. If a voting member is absent and more than one alternate member is present when a vote occurs, then a coin toss shall determine which alternate member votes on that matter. The alternate member who loses the coin toss shall vote the next time that a voting member is absent and more than one alternate member is present, and voting shall alternate between the alternate members thereafter.

Site Council members chosen to represent parents may be employees of the school district so long as they are not employed at Green Valley.

B. Term of Office. Site Council members shall be elected for two-year terms. No member shall serve more than two two-year terms consecutively.

C. Elections of Members. Elections of Site Council members should be held each year in May.

- Election Committee. Annually, the Site Council shall establish an election committee, composed of at least one parent who is not then a candidate for re-election and one teacher or other School personnel, to oversee the election of Site Council members. The duties of the Election Committee shall be to supervise the election procedure, to identify nominees on the basis of the nominating procedures, to monitor the results electronically, and to declare elected representatives on the basis of the election procedure.
- Procedure. Parents are notified of openings on the Site Council for the next academic year.

Parents who are interested in running for the Site Council are asked to submit a statement, which will appear on the ballot. A ballot is prepared with all candidates and their statements. This ballot shall be distributed to all families electronically. In all elections for Site Council members, the Principal will decide ties. The two individuals with the most votes who were not elected to the Site Council may serve as alternates when open alternate positions exist.

- Composition. The Site Council shall make best efforts to elect half, or the nearest approximation thereof, of each representative group during odd years, and the remaining number during even years.
- D. Voting Rights. Each member is entitled to one vote and may cast that vote on any matter submitted to a vote of the Site Council. Absentee ballots shall not be permitted. An alternate member shall be entitled to vote only when an elected voting member is absent.
- E. Termination of Membership. The Site Council may, by an affirmative vote of two-thirds of all its members, suspend or expel a member. Any elected member may terminate his or her membership by submitting a written letter of resignation to the Site Council Chairperson. Membership of a parent representative shall terminate automatically when such parent representative no longer has a child enrolled at Green Valley.
- F. Attendance. As elected representatives of the Green Valley community, members are expected to make best efforts to attend all regular and special meetings of the Site Council. Membership shall terminate following three consecutive absences by a member from regular monthly meetings, or after four total absences in the course of a single school year from regular monthly meetings, except for “good cause” as determined in the reasonable discretion of the Chairperson and/or Principal.
- G. Transfer of Membership. Membership on the Site Council may not be assigned or transferred.
- H. Vacancy. Any vacancy on the Site Council occurring during the term of a duly elected member shall be filled, first, by the seating of a previously elected alternate member to fill the remainder of the term of the vacant seat; and where more than one alternate member has been duly elected, then the Chairperson and Principal shall together determine which shall fill the vacancy. If there is no previously elected alternate member eligible to fill the vacant seat, then the vacancy shall be filled by appointment of the Site Council for the period of time until the next regular election.

ARTICLE III OFFICERS

- A. Officers. Each Site Council shall appoint a Chairperson (who may also be referred to as President) and may, but is not required to, appoint a Vice-Chairperson (who may also be referred to as Vice-President), Secretary, or any other officers the Site Council may deem desirable.

The Chairperson shall:

- Preside at all meetings of the Site Council.

- Sign all letters, reports and other communications of the Site Council.
- Perform all duties incident to the office of the Chairperson and all other such duties as are prescribed by the Site Council.

If appointed, the Vice-Chairperson shall:

- Represent the Chairperson in assigned duties.
- Substitute for the Chairperson in his or her absence.

If appointed, the Secretary (or Secretaries, if the position is shared) shall:

- Keep minutes of all regular and special meetings of the Site Council.
- Transmit true and correct copies of the minutes of such meetings to members of the Site Council.
- Provide all notices in accordance with these bylaws.
- Be custodian of the records of the Site Council.
- Keep a register of the names, addresses, email addresses and telephone numbers of each member of the Site Council, the Chairpersons of school advisory committees, and others with whom the Site Council has regular dealings, as furnished by those persons.
- Perform other such duties as are assigned by the Chairperson or the Site Council.

- B. Election and Terms of Office. The officers shall be elected annually at a duly noticed meeting of the Site Council and shall serve for one year, or until each successor has been elected.
- C. Removal of Officers. Officers may be removed from office by a two-thirds vote of all the members.
- D. Vacancy. A vacancy in any office shall be filled at the earliest opportunity by a special election of the Site Council, for the remaining portion of the term of office.

ARTICLE IV COMMITTEES

- A. Subcommittees. The Site Council may establish and abolish subcommittees of its own membership to perform duties as shall be prescribed by the Site Council. No subcommittee may exercise the authority of the Site Council.
- B. Other Standing and Special Committees. The Site Council may establish and abolish standing or special committees with such composition and to perform such duties as shall be prescribed by the Site Council. No such committee may exercise the authority of the Site Council.

- C. Membership. Unless otherwise determined by the Site Council, the Site Council Chairperson shall appoint members of standing or special committees. A vacancy on a committee shall be filled by appointment made by the Chairperson.
- D. Terms of Office. The Site Council may determine the terms of office for members of a committee. If no terms are set, the term of a committee member shall be for the duration of existence of the committee but shall in no event survive the expiration or termination of the member's membership on the Site Council.
- E. Rules. Each committee may adopt rules for its own government not inconsistent with these bylaws or rules adopted by the Site Council, or policies of the district governing board.
- F. Quorum. A majority of the members of the committee shall constitute a quorum, unless otherwise determined by the Site Council. The act of a majority of the members present shall be the act of the committee, provided a quorum is in attendance.

ARTICLE V MEETINGS

- A. Frequency. Site Council shall meet regularly each month. Special meetings of the Site Council may be called by the Chairperson or by a majority vote of the Site Council.
- B. Place of Meetings. The Site Council shall hold its regular meetings at a facility provided by the School, unless such a facility accessible to the public is unavailable. Alternate meeting places may be determined by the Chairperson or by majority vote of the Site Council. Any meeting may be held via teleconference or videoconference. In addition, although in-person attendance is preferred at any meetings held in person, members may, with prior notice to and with the approval of the Chairperson and Principal, attend regular or special meetings held in person via teleconference or videoconference.
- C. Notice of Meetings. Written public notice shall be given of all meetings at least 72 hours in advance of the meeting. Changes in the established date, time or location shall be given special notice. All meetings shall be published on the Green Valley website or equivalent media accessible to all members of the community.

All required notices shall be delivered to Site Council members no less than 72 hours in advance of the meeting, personally, by mail or by e-mail.

- D. Quorum. A majority of the members of the Site Council shall constitute a quorum. The act of a majority of the members present shall be the act of the Site Council, provided a quorum is in attendance, and no decision may otherwise be attributed to the Site Council.
- E. Conduct of Meetings. Meetings of the Site Council shall be conducted in accordance with the rules of order established by Education Code Section 3147(c), and with Robert's Rules of Order or an adaptation thereof approved by the Site Council.
- F. Meetings Open to the Public. All meetings of the Site Council shall be open to the public. Notice of such meetings shall be provided in accordance with Section C of this article. No

notice is required for meetings of subcommittees, special committees, or standing committees.

**ARTICLE VII
AMENDMENTS**

An amendment of these bylaws may be made at any regular or special meeting of the Site Council by a vote of two-thirds of the members present. Written notice of the proposed amendment must be submitted to Site Council members at least 3 days prior to the meeting at which the amendment is to be considered for adoption.